

# City of Manchester

## Façade Improvement Program

### Manchester Planning & Community Development Office

The Façade Improvement Program, an element of the City's Neighborhood Revitalization Economic Incentive Program, uses Community Improvement Program funds to promote investment by small business owners in their properties. This Program is focused on businesses located in certain neighborhoods that the City believes could significantly benefit from financial incentives. However, assistance to businesses in other areas throughout the City is not precluded provided certain program criteria are met. By providing favorable financial assistance, coupled with professional design guidance, the Façade Improvement Program encourages property owners and commercial tenants to invest in exterior improvements thereby enhancing both the overall appearance and the market appeal of the neighborhood commercial districts. The ultimate goal of this program is to promote enhancements to business storefronts and signage in Manchester's neighborhood commercial areas as well as to enhance the value and facilitate the renting/leasing of commercial properties.

The Façade Improvement Program provides matching grant assistance from the City of Manchester to commercial property owners and tenants and complements the existing Program administered by Intown Manchester for businesses located within the Central Business District. The City of Manchester Planning & Community Development Office, with the assistance of design and construction professionals administers this Program. Information on the Grants and the Technical Assistance Program is contained below.

### What the Program Offers You

**GRANTS:** Applications for grant money may be obtained from the City of Manchester Planning and Community Development department

In Fiscal Year 2007 the City of Manchester has made available limited grant funding, on a first-come, first-served basis, for visible exterior improvements, signage and interior finishes visible and accessible to the general public. Matching grants can be awarded in amounts up to \$5,000 per building or \$3,500 per retail space. For example, if a qualified property owner spends \$10,000 on eligible building improvements, a reimbursement totaling \$5000 may be granted, if conditions are met. To ensure that your project qualifies for matching funds and meets design standards, it is necessary to apply for grant funding before beginning the project. Further, to ensure that the City's investment in your business is protected, *tenants must vouch that they have a minimum of two years remaining on their lease*. Reimbursement will be awarded by the City of Manchester when work is completed. **Receipts will be required.**

**TECHNICAL ASSISTANCE:** The City has partnered with several area architects and design professionals to offer limited technical design assistance for the desired façade improvements. These professionals will work with you to plan your building improvements and the City will cover up to \$1,700.00 of their time provided the improvements are carried out, otherwise the costs for their services will be your responsibility. Staff from the Community Improvement Program are available to assist each applicant in completing an application form and providing necessary information and design documentation. The technical assistance provides help with:

- Existing conditions documentation
- Design recommendations, exterior and interior

- Design documentation and cost estimation
- Establishment of existing structural conditions and economic viability
- Signage design
- Construction Engineering

Technical assistance is also offered for each step in the simple application process:

- Introduction to the Program by the Manchester Planning & Community Development Department
- Completion of the grant application
- Determination of proposed scope of construction work

Technical assistance is intended to help applicants make good decisions about how to maximize the benefit of every dollar spent on their projects. Applications will be evaluated on the basis of financial and design considerations. Design evaluation will be based on guidelines presented in the Secretary of the Interiors' Standards for Rehabilitation, with sensitivity to specific economic factors and uses for each building under consideration.

### **Business/Project Eligibility**

Since this program is funded through the US Department of Housing and Urban Development certain requirements need to be met in order to receive assistance. Generally, eligibility is based upon improvements resulting in the creation or retention of jobs but there are other methods to determine eligibility. Interested business owners should confer with Staff from this Office to determine eligibility.

### **What improvements are eligible for the grant program?**

The matching grant program encourages restoration and rehabilitation of original and historic building features that contribute to a distinctive neighborhood character. Most visible exterior improvements such as storefront renovations, doors, lighting, signage, awnings, landscaping, architectural cornice restoration, replacement windows, and upgrade repairs are eligible for matching grants. Structural items, mechanical systems, roofs and utility improvements are generally not considered eligible for grants.

### **What is the City of Manchester doing to improve the neighborhood commercial districts?**

In addition to making matching funds available to the private sector through improvement grants, a complementary effort to enhance the visual appearance and desirability of neighborhood commercial properties is planned by the City of Manchester. Major public infrastructure improvement efforts in several target neighborhoods will include: street and sidewalk reconstruction, street lighting, mini-park/plaza construction where feasible and the planting of street trees. For the location of these planned improvements, please contact the Planning and Community Development Office at (603) 624-6530.

### **How do I apply?**

Applications for grants are available at the Manchester Planning & Community Development Office located at One City Hall Plaza, or through the City of Manchester website, **[www.ManchesterNH.gov](http://www.ManchesterNH.gov)**. Call us at (603) 624-6530 to have an application mailed to you. It is necessary to complete the application and meet with staff before the City can reserve matching funds for your project. Once the project is approved and the project agreement is signed you will be eligible for reimbursement upon project completion. **Please remember to save all receipts.**

For further information, please call (603) 624-6530 or fax (603) 624-6529.

**CITY OF MANCHESTER  
FAÇADE IMPROVEMENT  
MATCHING GRANT APPLICATION FORM**

Applicant's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Business Phone & Fax: \_\_\_\_\_

Types of Improvements Planned (check all that are applicable):

Signage \_\_\_\_\_  
Painting \_\_\_\_\_  
Facade (Exterior) Demolition \_\_\_\_\_  
Facade Reconstruction \_\_\_\_\_  
Brickwork \_\_\_\_\_  
Window Treatments or Replacement \_\_\_\_\_  
Awning \_\_\_\_\_  
Landscaping \_\_\_\_\_  
Other (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH THE FOLLOWING:

- (1) Specifications outlining work to be performed. Include sketch or design.
- (2) Samples of colors and finishes
- (3) Proposed budget and cost estimates. (Please indicate who prepared the budget and cost estimates).
- (4) Which City permits are required to proceed with the proposed work? (List)  
\_\_\_\_\_  
\_\_\_\_\_
- (5) If applicable, written approval from property owner to proceed.

ESTIMATED COST OF EXTERIOR IMPROVEMENTS: \$ _____	TOTAL INVESTMENT (Inside and Outside) \$ _____
(Submit when estimates are received)	

FINAL COST OF ELIGIBLE EXTERIOR IMPROVEMENTS: \$ _____	AMOUNT TO BE REIMBURSED: \$ _____
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***Note: The City of Manchester is using Federal Community Development Block Grant Funds from the US Department of Housing and Urban Development (HUD) to assist in the provision of funds for this matching grant program. To substantiate the impact and benefit accruing from the use of these funds (HUD) requests that the applicant provide the City with certain information by completing the questionnaire on the following page. Your assistance in this regard is sincerely appreciated and is necessary in order to receive matching grant assistance through this Program.***

***In agreeing to participate in the Façade Improvement Program, the applicant accepts that the City of Manchester cannot be responsible for the timeliness of completion of work by contractors, nor for the quality of materials or workmanship for any repair, renovation, or signage which contractors may utilize. The City does not promote particular craftsmen or contractors for projects completed under the terms of the Façade Improvement Program and will reserve the right not to approve for matching grant payment any repair, renovation, or sign project for which proper permits from the City of Manchester have not been issued.***

**Please provide the following information for the business address at which improvements are being completed (applications without this information will be returned):**

Address	Existing Jobs Total #	Jobs Retained full-time	Jobs Retained #Part -time	Jobs Created # Full-time	Jobs Created #part-time

**For jobs created, please specify the type of job below (i.e., sales, clerk, mechanic, cook, clerical, etc.) and the salary range.**

# of Full Time Jobs Created	Type of job	Salary Range
# of Part Time Jobs Created	Type of Job	Salary Range

I UNDERSTAND THAT A CONDITION OF SUCCESSFUL APPLICATION FOR THESE MATCHING FUNDS IS THE APPROVAL OF THE CITY PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT. I UNDERSTAND THAT MONIES ARE GRANTED ON A REIMBURSEMENT BASIS ONLY, FOLLOWING COMPLETION OF APPROVED WORK BY A LEGITIMATE VENDOR WHO CAN SUPPLY A FEDERAL IDENTIFICATION NUMBER AND SUBMISSION OF ALL RECEIPTS FOR ELIGIBLE IMPROVEMENTS, TOGETHER WITH COPIES OF CITY PERMITS RECEIVED. FUNDS ARE PROVIDED ON A ONE-TO-ONE MATCHING BASIS, AND AVAILABILITY WILL DEPEND UPON THE TOTAL PROGRAM BUDGET PROVIDED BY THE CITY OF MANCHESTER.\*

DESIGN CHANGES NOT APPROVED BY THE CITY OF MANCHESTER WILL NOT BE FUNDED. **TENANTS APPLYING FOR THE GRANT WILL HAVE A MINIMUM OF TWO YEARS REMAINING ON THEIR LEASE** ELIGIBLE IMPROVEMENTS MUST BE VISIBLE AND/OR ACCESSIBLE TO THE GENERAL PUBLIC .THE CITY OF MANCHESTER DOES NOT REIMBURSE FOR “SWEAT EQUITY” LABOR APPLIED BY THE APPLICANT.

SIGNED: Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Date of Lease Termination \_\_\_\_\_

-----for office use only -----

REVIEW COMPLETED, PROJECT APPROVED TO PROCEED (signature and date)

\_\_\_\_\_  
For Manchester Economic Development Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Manchester Planning & Community Development

\_\_\_\_\_  
Date

PROJECT COMPLETED TO SPECIFICATIONS / FUNDING APPROVED (SIGNATURE AND DATE):

\_\_\_\_\_  
Manchester Economic Development Office

\_\_\_\_\_  
Date

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**SUMMARY OF PROJECT BENEFICIAIRES  
FOR  
JOBS CREATED/RETAINED**

BUSINESS NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MALES \_\_\_\_\_ FEMALES \_\_\_\_\_

FEMALE HEAD OF HOUSEHOLDS \_\_\_\_\_

	#TOTAL	#HISPANIC
WHITE	_____	_____
BLACK /AFRICAN AMERICAN	_____	_____
ASIAN	_____	_____
AMERICAN INDIAN / ALASKAN NATIVE	_____	_____
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER	_____	_____
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE	_____	_____
ASIAN AND WHITE	_____	_____
_____	_____	_____
BLACK/AFRICAN AMERICAN & WHITE	_____	_____
AM. INDIAN / ALASKAN NAT. & BLACK / AFRICAN AM.	_____	_____
ASIAN/PACIFIC ISLANDER	_____	_____
OTHER MULTI-RACIAL	_____	_____
HISPANIC	_____	_____
_____	_____	_____

ELDERLY (>60 Y.O.) \_\_\_\_\_ VERY LOW INCOME \_\_\_\_\_  
**HANDICAPPED** \_\_\_\_\_ **LOW INCOME**

MOD INCOME \_\_\_\_\_  
SMALL FAMILY (1-5) \_\_\_\_\_ HIGH INCOME \_\_\_\_\_  
LARGE FAMILY(>6) \_\_\_\_\_